

Superior Court of California
County of San Bernardino
Employment Opportunity



Court Paralegal

\$3,832 - \$4,889 approximate monthly

Application deadline: Open Until Filled
Announcement # 06-030

The eligible list resulting from this recruitment will be used to fill current vacancies at the San Bernardino, Rancho Cucamonga, and Victorville Districts and future vacancies as they occur throughout the Court. Incumbents may be assigned to work in any Court District within the County to meet the needs of the court.

Court Paralegals provide support for the Family Law Facilitator, Staff Attorney and Supervising Attorney assigned to the self-help program of the Superior Court of California, County of San Bernardino.

We are looking for individuals who will:

- + Assist the public in preparing and filing pleadings and other court documents for self-help matters, including but not limited to family law, guardianship, unlawful detainer and small claims actions; prepare judgments and orders; review pleadings and other legal documents; conduct research.
- + Confer with members of the public, attorneys, Judges and Court staff regarding specific self-help matters, applicable procedural issues and other legal issues.
- + Educate the public on substantive and procedural areas of law, including but not limited to family law, guardianship, unlawful detainer and small claims actions; train and assist the public in presenting their legal case to the Court.
- + Perform related duties as assigned.

Travel: Travel throughout the County may be required, as needed. The incumbent will be required to make provision for transportation and will be reimbursed for mileage at \$0.34 per mile according to the guidelines established by the Administrative Office of the Courts (AOC). At the time of hire, a valid California Driver license and proof of automobile liability insurance must be produced.

Requirements: Must meet the California Business and Professional Code §6450 requirements for a paralegal and have two years of increasingly responsible legal, court and/or judicial support experience that included researching legal issues and drafting legal documents, or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Note: paralegal experience in Family Law or Guardianship is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application, supplemental application and writing sample. A legible copy of your Certificate of Completion from an American Bar Association accredited and certified paralegal program must be attached to the supplemental application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts. Faxed applications will be accepted to meet recruitment deadlines only. Applicants must follow up with the original application received by Court Personnel within 2 business days of the recruitment close to continue on in the process.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

MV 8/14/06